

Element Performance Inspection (EPI) Data Collection Tool
6.2.1 Maintenance Duty Time Limitations (AW)

ELEMENT SUMMARY INFORMATION

Purpose of This Element (Certificate Holder's responsibility):

- To ensure the Certificate Holder's manual contains policies, instructions and information that maintenance personnel do not exceed duty time limitations.

Objective (FAA oversight responsibility):

- To determine if the Certificate Holder follows its procedures, controls, process measurements and interfaces for the Maintenance Duty Time Limitations process.
- To determine if there were any changes in the personnel identified by the Certificate Holder as having responsibility and/or authority for the Maintenance Duty Time Limitations process.

Related EPI(s):

- 1.3.3 Maintenance Facility / Main Maintenance Base (AW)
- 5.1.1 Line Stations (AW)

SUPPLEMENTAL INFORMATION

Specific Regulatory Requirement(s) (SRRs):

- SRRs:
121.135(a)(1)
121.135(b)(1)
121.135(b)(2)
121.135(b)(3)
121.377

Related CFR(s) & FAA Policy/Guidance:

- Related CFRs:
Intentionally left blank
- FAA Policy/Guidance:
FSAW 95-13

EPI SECTION 1 – PERFORMANCE OBSERVABLES

Objective: (FAA oversight responsibility): To determine if the Certificate Holder follows its procedures, controls, process measures and interfaces for the Maintenance Duty Time Limitations.

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Review the information listed in the Supplemental Information section of this data collection tool.
- 2 Review the policies, procedures, instructions and information for the Maintenance Duty Time Limitations process contained in the Certificate Holder's manual.
- 3 Review the associated SAI for this element with emphasis on the controls, process measurements and interface attribute sections.
- 4 Observe the Maintenance Duty Time Limitations process to gain an understanding of the procedures, instructions and information contained in the Certificate Holder's manual.
- 5 Discuss the Maintenance Duty Time Limitations process with the personnel (other than management) that perform the duties and responsibilities required by the process.

Questions

To meet this objective, the inspector must answer the following questions:

1. Were the following Performance Measures met:

<p>1.1 Does the Certificate Holder relieve the mechanics from duty in accordance with their Maintenance Duty Time Limitations ?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> Check at the record repository to ensure the certificate holder is adhering to their duty/rest time program. <p><i>Sources:</i> 121.377</p> <ul style="list-style-type: none"> Check at the record repository to ensure the contractor is adhering to the certificate holder's duty/rest time program. <p><i>Sources:</i> FSAW 95–13 paragraph 3</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
<p>1.2 Does the Certificate Holder maintain and utilize work schedules to track maintenance personnel duty time in accordance with its Maintenance Duty Time Limitation policies and procedures?</p> <p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> Check at the record repository to ensure the certificate holder is adhering to their duty/rest time program. <p><i>Sources:</i> 121.377</p> <ul style="list-style-type: none"> Check at the record repository to ensure the contractor is adhering to the certificate holder's duty/rest time program. <p><i>Sources:</i> FSAW 95–13 paragraph 3</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
- 2 Were the Certificate Holder's policies, procedures, instructions and information, contained in its manual, for the Maintenance Duty Time Limitations process followed?

<p><i>Related performance JTIs:</i></p> <ul style="list-style-type: none"> Check at the technical publications library to confirm the presence of a manual for the use and guidance of flight, ground operations, and management personnel in conducting its 	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
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	<p>operations. <i>Sources:</i> 121.133(a)</p> <ul style="list-style-type: none"> • Check at the technical publications library to confirm that the manual includes instructions and information necessary to allow the personnel concerned to perform their duties and responsibilities with a high degree of safety. <i>Sources:</i> 121.135(a)(1); 121.135(b)(24) • Check at the technical publications library to confirm that the manual does not contain information contrary to any applicable Federal regulation, or in the case of a flag or supplemental operation, any applicable foreign regulation, or the certificate holder's operations specifications or operating certificate. <i>Sources:</i> 121.135(a)(4) 	
3	Were the Maintenance Duty Time Limitations process controls followed?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
4	Did the records for the Maintenance Duty Time Limitations process comply with the instructions provided in the Certificate Holder's manual?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
5	Were the process measurements for the Maintenance Duty Time Limitations process effective in identifying problems or potential problems and providing corrective action for them?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain
6	Did personnel properly handle the associated interfaces by complying with other written policies, procedures, instructions and information that are related to this element?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain

EPI SECTION 1 – PERFORMANCE OBSERVABLES –Drop Down Menu	
1. Personnel.	
2. Tools and Equipment.	
3. Technical Data.	
4. Procedures, policies or instructions or information.	
5. Materials.	
6. Facilities.	
7. Controls.	
8. Process Measures.	
9. Interfaces.	
10. Desired Outcome.	
11. Other.	

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES

Objective: To determine if the person identified by the Certificate Holder having responsibility and/or authority for the Maintenance Duty Time Limitations is qualified, knowledgeable, and recognizes that responsibility and/or authority. (The person with the authority may or may not be the person with the responsibility.)

Tasks

To meet this objective, the inspector must accomplish the following tasks:

- 1 Identify the person who has overall responsibility for the Maintenance Duty Time Limitations process.
 - 2 Identify the person who has overall authority for the Maintenance Duty Time Limitations process.
- NOTE: If no personnel or major program changes (as defined by the Principal Inspector) affecting the responsibility or authority attributes for this element have occurred since the last SAI and/or EPI was accomplished, then do not perform tasks 3 – 6 below. Answer questions 2.1 & 2.2 below, and provide the name/title.
- 3 Review the duties and responsibilities for the person(s) who manage the Maintenance Duty Time Limitations process documented in the Certificate Holder's manual.
 - 4 Review the appropriate organizational chart.
 - 5 Discuss the Maintenance Duty Time Limitations process with the management personnel identified in Tasks 1 and 2.
 - 6 Evaluate the qualifications and work experience of the management personnel identified in Tasks 1 and 2.

Questions

To meet this objective, the inspector must answer the following questions:

2. Are the following aspects of the Management Responsibility and Authority Attributes addressed for the Maintenance Duty Time Limitations process:
 - 2.1 Is there a clearly identified person who is responsible for the quality of the Maintenance Duty Time Limitations process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title:
<input style="width: 100%;" type="text"/>
 - 2.2 Is there a clearly identified person who has authority to establish and modify the Certificate Holder's policies, procedures, instructions and information for the Maintenance Duty Time Limitations process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain Name/Title:
<input style="width: 100%;" type="text"/>
 - 2.3 Does the responsible person know that he/she has responsibility for the Maintenance Duty Time Limitations process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
<input type="checkbox"/> Not Applicable
 - 2.4 Does the person with authority know that he/she has authority for the Maintenance Duty Time Limitations process?

<input type="checkbox"/> Yes
<input type="checkbox"/> No, Explain
<input type="checkbox"/> Not Applicable

2.5 Does the person with responsibility for the Maintenance Duty Time Limitations process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.6 Does the person with authority to establish and modify the Maintenance Duty Time Limitations process meet the qualification standards?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.7 Does the person with responsibility understand the controls, process measurements, and interfaces associated with the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.8 Does the person with authority understand the controls, process measurements, and interfaces associated with the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.9 Does the responsible person know who has authority to establish and modify the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable
2.10 Does the individual with authority know who has the responsibility for the Maintenance Duty Time Limitations process?	<input type="checkbox"/> Yes <input type="checkbox"/> No, Explain <input type="checkbox"/> Not Applicable

EPI SECTION 2 – MANAGEMENT RESPONSIBILITY & AUTHORITY OBSERVABLES –Drop Down Menu	
1. Assignment of responsibility.	
2. Assignment of authority.	
3. Does not understand procedures, policies or instructions and information.	
4. Does not understand controls.	
5. Does not understand process measurements.	
6. Does not understand interfaces.	
7. Span of control.	
8. Position vacant.	
9. Other.	